G. R. S. IX-5]

*Previous references.*

G.M. 25-18-R.1.
CB 170-18:R1-5
Confdl. Vol II.

1919-20

( CB )

*Later references.*

CB 131-21-1+3 (Confdl)

File No. 40-19

Serial Nos. 4 67.

# GENERAL AND REVENUE SECRETARIAT.

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*Serial Nos.* 4-7

**Part B for** March 1920.

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SUBJECT.

Memos regarding Office Procedure.

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W D 1250—GPB—30,000—28-1-19

CB 40-19
CB 40-19-4
L.4

A. R. BANERJI ESQ., C.I.E., I.C.S.,
MEMBER OF COUNCIL.

**MEMORANDUM.** No. 6-10

Dated 16th March 1920.

Secretariat.

Confidential papers submitted to the under-signed by the different Secretariats should be accompanied by a note-book giving a list of files and be placed in a box with lock and key, the duplicate of which should be with the Secretary. I request that these instructions be followed in future.

The Chief Secretary,
with compliments.

CB. 968

Copy taken

Copy Circular to Regts for circulation among Branches

CB.
Take copy & circulate to other Secys & branches
Submitted to
1) Rev: Secretary
2) Secretary E
3) Appl: Secy
4) Imp: Secy: to Appts

Note.—Reply or action taken to be noted in the left margin.

Please send copy here

Memo No 194

CB 996 Ca

REPLY.

*(To be written on this margin.)*

# Office of the Dewan of Mysore.

NOTE.

CB 40-19-5

*Dated*.....19th.....March.....1920.

Two copies of the Revised Manual of Work of the Dewan's Office are forwarded, with compliments, to the Chief Secretary to Government.

A spare copy of the Council Agenda may kindly be arranged to be sent to the personal address of the Private Secretary to the Dewan, hereafter.

By order,

C Ranganatha Rao Sahib

Private Secretary to the Dewan.

3

CB 40-19-6

CB 1006 (a)

W. D. 2725—GPB—2,000—5-5-16

Memo no 201

REPLY.

*(To be written on this margin.)*

# Office of the Dewan of Mysore.

NOTE.

*Dated*.....24th March.....1920.

A copy of demi-official letter No.362 dated 19th March 1920, from the Private Secretary to His Highness the Maharaja regarding the visit of His Highness to Kashmir, is forwarded, with compliments, to the Chief Secretary to Government.

I shall be glad if the Chief Secretary will, as on previous occasions kindly prepare in consultation with the other Secretaries and send up every Monday a consolidated list of important events and matters dealt with during the previous week, for submission to His Highness.

A memo is drafted for approval

27/3/20

Issue memo:

Submit to members for perusal -

27/3.

D.O.No.362/Enc.1. ıe Palace, Mysore,

19th March, 1920.

My dear sir,

I am directed to inform you that His Highness is leaving forKashmir by special train on the 22nd instant. He will be away for 5 or 6 weeks.

As regards the disposal of papers, I am to say that the procedure adopted as per this Office D.O.No. 237 dated 27th December 1918 to Mr. Banerji, while His Highness was away in North India in January and February 1919 may be repeated on this occasion also. Copy of D.O.letter under reference is sent herewith for kind information.

Yours sincerely,

Sd/- R.H.Campbell.

Rajasevadhurina

Sirdar M. Kantaraj Urs, C.S.I:,

Dewan of Mysore, M y s o r e

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" C o p y. "

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D.O.No.237. The Palace, Mysore,

27th December 1918-

My dear sir,

I am directed to inform you that during His Highness' absence on tour in North India in January and also probably February next and until His Highness's return to Mysore, all routine papers may kindly be disposed of by you, a statement of cases so disposed of being sent for His Highness's information.

A similar procedure was adopted when His Highness was away at Bombay, Poona and Kodaikanal on previous occasions in March and September 1917 and May 1918 respectively. Important and urgent papers may however be submitted as usual to His Highness. Only the submission note would suffice in such cases; it is not necessary to send the whole file. His Highness's programme from Benares onwards will be intimated to you in due course.

Yours sincerely

Sd/- Mirza M. Ismail.

A. R. Banerji, Esq., C.I.E.,

Bangalore.

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(Intd.R.H.C.)

" C o p y. "

Government of His ~~Highness~~ the Maharaja of Mysore

General & ~~Revenue~~ Secretariat.

Dated, Bangalore, the 27th March 1920.

CB 1356—61

No. CB 40-19-7

Official Memorandum.

Fair Signed by
K. C. S. Balasundaram
Dept.

A weekly consolidated report under the following heads has to be submitted to the Dewan before 3 p.m. every ~~Friday~~ Saturday. The report for the ..... Secretariat may there fore be kindly forwarded to the Chief Secretary to Government by the evening of every ~~Wednesday~~ Thursday.

The first report may be sent ~~before~~ on the 1st April

(1) Important questions dealt with in the ..... Secretariat.

(2) Weather conditions and season prospects, etc., including remarks as to the condition of agricultural stock, &c.,

(3) Public Health.

(~~3~~ 5) Public events such as important meetings, etc.

(~~4~~ 6) Food situation.

" By order,"

27/3

Chief Secretary to Government.

To

The Secretary to Govt., Rev. Deptt.
The Secretary to Govt., E. & A.
The Secretary to Govt. for Railways.
The Financial Secretary to Govt.
The Secretary to Govt., P.W.D.
The Secretary to Govt., Muzrai Deptt.
~~The Senior Surgeon in Mysore.~~
~~The Sanitary Commissioner in Mysore.~~

P. T. O.

Copy of the above is forwarded to the Chief Superintendent, Chief Sectt., with the request that he should collect the reports from all the branches and other Sectts. and submit the same in a consolidated form before the evening of every Thursday.